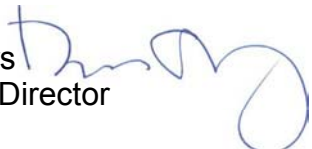


**Date:** June 3, 2009

**To:** Youth Opportunity Center  
WIA Youth Subcontractors

**From:** Bryan S. Rogers   
WIB Executive Director

**Subject:** **INFORMATION BULLETIN: IB09-06**  
**WIA YOUTH ACADEMY SUBCONTRACTOR SERVICE LEVELS**

**EFFECTIVE DATE**

This Bulletin is effective upon date of issue.

**PURPOSE**

This Bulletin provides one additional extension to the window of time in which enrollments for 2008-2010 Academy Contracts will be accepted. The Bulletin also explains the process to be used by the Workforce Investment Network to evaluate subcontractor minimum thresholds of performance with respect to planned service levels. Subcontractors who have not met minimum planned enrollment levels incorporated into WIA Youth Academy Project Contracts will be subject to a de-obligation of funds.

**DISCUSSION**

The Workforce Investment Network has deployed cost reimbursement contracts to afford maximum flexibility in project operations of youth services sub-recipients. In the absence of a fixed-fee cost structure that links earned payments to enrollments, the City of Long Beach includes language in Network agreements to provide opportunity to reduce contract liabilities if the contractor has not performed at specified levels by the end of the second quarter or any quarter thereafter.

With certain exceptions, most Academy enrollments were to occur in the 1<sup>st</sup> quarter of the contract (by Sep 2008). In recognition of the challenges in project start-up and reaching targeted populations, the Network worked with its contractors following the end of the 1<sup>st</sup> and 2<sup>nd</sup> quarters, providing technical assistance, requesting correction action plans, and conducting meetings with staff. In order to provide additional time to sub-contractors to implement and benefit from revisions to these strategies, the Network postponed de-obligation of funds decisions for an additional quarter (through Mar 2009), and again, extended enrollment plans.



Youth Academies have now entered the third month of the 4<sup>th</sup> quarter of service operations. In order to complete outcome deliverables by the end of the contract period in June 2010, service providers must have sufficient time to deliver core and contracted services prior to exit; ensure placement into employment and postsecondary education, etc; and continue to manage youth performance and needs through the stipulated follow-up period. The required timeframe to achieve these outcomes does not allow for further extension of enrollment periods.

## **ACTION**

### **PROGRAM ENROLLMENTS**

Unless otherwise acknowledged through a Contract and related Program Planning Summary, all enrollments into program activities must occur prior to June 30. In order to allow for this final extension, the sub-contractor will be required to adhere to the following criteria:

- Provide assurance that any enrollments beyond what have already been submitted to the Network can be achieved within the required program structure of the Contract, without compromising the integrity of services under WIA and the Academy, e.g. basic skill attainment, work readiness, occupational skills training, and access to the Ten WIA Required Elements. (A brief corrective action plan will be due no later than June 10, indicating plan and assurance of the above conditions).
- Submit completed WIA Eligibility Application Packets for certification **no later than 5:00 p.m., June 19**. Complete Packets will require that all of the following items accompany the paperwork:
  - ❑ WIA MIS Application and VOS Registration Form
  - ❑ Suitability Interview Form and Medical Emergency Consent Form
  - ❑ Eligibility Referral for File Review Form
  - ❑ Economic Eligibility Criteria Form and Customer Statement Form
  - ❑ Basic Skills Pre-Test Form
  - ❑ Supporting Eligibility Documentation (i.e., picture ID, social security card, birth certificate, proof of income)
  - ❑ Information Release and Privacy Statement Form
  - ❑ Equal Opportunity is the Law Form
  - ❑ Participant Handbook Receipt(Sub-contractors will receive completed files back no later than 5:00 p.m., June 24)
- Submit all enrollment documentation (i.e. MIS Enrollment Form and Youth Test Score Form [if applicable]) to the Youth Opportunity Center **no later than 5:00 p.m., June 30**.

### **CONTRACT DE-OBLIGATIONS**

Subcontractors who have not met minimum planned enrollment levels incorporated into WIA Youth Academy Project Contracts will be subject to a de-

obligation of funds if such variance is greater than 10% from plans approved in the contract or through subsequent modifications and/or amendments. The Network will review expenditures (approved and accrued expenses) and enrollment levels **as of May 31, 2009** to determine whether there are sub-contractors experiencing a variance of more than 10%, and therefore subject to de-obligation.

Contracts require invoicing ten days after the close of the month, and MIS participant forms submitted within 5 days of the reported activity. To assist service providers in maximizing service levels and earned reimbursements, the Workforce Investment Network will provide subcontractors until **5:00 p.m. on June 12** to ensure that all paperwork is submitted for inclusion in the above contract analysis.

#### **REFERENCES**

U.S. Department of Labor, Employment and Training Administration, 20 CFR Part 652 et. al., Workforce Investment Act Final Rules  
City of Long Beach WIA Youth Academy Contract

#### **ADDITIONAL INFORMATION**

For questions and additional information, please contact Judy Chen-Lee, Operations Officer at 562-570-3732.